

**U.S. Department of State  
Bureau of Near Eastern Affairs**

**Office of the Middle East Partnership Initiative**  
Catalog of Federal Domestic Assistance (CFDA) Number: **19.500**

**Supporting Civic Activism and Advocacy  
in the Middle East and North Africa**

**Opportunity Number:** NEAPI-10-AW-028-MENA-101810  
**Competition ID:** Civic Advocacy  
**Announcement Type:** New

**Key Information:**

<b>Application Deadline:</b>	23:59:59 ET on November 18, 2010
<b>Federal Agency Contact</b>	<b>Jessica Baker</b> Nea-grants@state.gov 202-776-8524
<b>Date Opened</b>	October 18, 2010
<b>Electronic Link for Full Announcement (MEPI Website):</b>	<a href="http://mepi.state.gov">mepi.state.gov</a>

**Funding Opportunity Synopsis:**

**Project Synopsis:**

The Office of the Middle East Partnership Initiative (MEPI) seeks applications that support civic activism and advocacy efforts across the Middle East and North Africa (MENA) region. MEPI's core objectives include building more participatory societies where citizens have the opportunity to play active roles in making decisions that affect their lives, and in holding their governments accountable. Projects should assist activists and organizations in developing sustainable tools and methods that will increase their capacity for impact – ideally, on policy outcomes and political freedom.

The Middle East Partnership Initiative has a particular interest in supporting projects that are innovative and meet needs and opportunities not already addressed by current donor funding. We support projects in Algeria, Bahrain, Egypt, Israel, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen. Regional and multi-country projects may include an Iraq component, but we currently do not fund Iraq-specific projects.

We currently are unable to support new programming in the West Bank and Gaza due to a Congressionally mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as activities specifically taking place in the West Bank or Gaza.

<b>Funding Mechanism Type:</b>	Cooperative Agreement or Grant
<b>Estimated Number of Awards:</b>	16
<b>Estimated Total Program Funding:</b>	\$10,000,000
<b>Estimated Award Amount (Ceiling):</b>	\$1,250,000
<b>Length of Project Period:</b>	Two-years

**Eligible Applicants:** U.S. or foreign non-profit organization; non-governmental organization; private institution; institutions of higher education (non-profit or for-profit); commercial entity; or small business.

**Background Information about MEPI:**

The Middle East Partnership Initiative (MEPI), located within the Bureau of Near Eastern Affairs at the U.S. Department of State, is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional, and international non-governmental organizations, the private sector, academic institutions, and governments.

Through its Washington headquarters and Regional Offices in Abu Dhabi and Tunis, MEPI has contributed over \$530 million to more than 600 projects in 17 countries and territories since its establishment in 2002. More information about MEPI can be found at: [mepi.state.gov](http://mepi.state.gov).

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

The Office of the Middle East Partnership Initiative (MEPI) announces an open competition for applications that support civic activism and advocacy efforts across the Middle East and North Africa (MENA) region. Secretary Clinton emphasized the essential role of civil society organizations on July 3, 2010 at the Community of Democracies meeting in Krakow, stating “societies move forward when the citizens that make up these groups are empowered to transform common interests into common actions that serve the common good.” MEPI’s core objectives include building more participatory societies where citizens have the opportunity to play more active roles in making decisions that affect their lives, and in holding their governments accountable.

The Middle East Partnership Initiative seeks proposals that contribute toward achieving the following key objective:

- Civil society organizations (CSOs) and motivated individuals in the MENA region more effectively advocate for causes

Specifically, projects should assist activists and organizations in developing sustainable tools and methods that will increase their capacity to achieve impact – ideally, on policy outcomes and political freedom. Assistance in the design, organization, and implementation of public advocacy campaigns on specific topics are more appropriate to this project than general training programs directed to basic organizational capacity. Local CSOs and individuals should determine the advocacy topic(s) to be addressed, but efforts may focus on a specific thematic issue or on behalf of a specific demographic group, and must be consistent with MEPI’s overall mission and goals ([mepi.state.gov](http://mepi.state.gov)). We are particularly interested in receiving creative proposals focused on assisting MENA-based CSOs and emerging leaders with limited experience in developing and implementing effective, issue-based campaigns. Any proposed training activities should engage participants in the application of practical skills. In order to assist MENA-based CSOs in the practical implementation of learned skills, applicants should consider the provision of small sub-awards to the local organizations or activists with whom they plan to work.

### **Additional Information**

We strongly encourage applications from experienced CSOs in the MENA region. International partners (non-governmental organizations with principal bases of operations outside the Middle East and North Africa) are also encouraged to apply, but the percentage of total budget actually spent in the region through local partners will be among the elements of evaluation for this competition. All applicants should demonstrate the experience and capacity to work with local CSOs and leaders in the MENA region. In all projects, local ownership of activities is essential.

Projects should be designed to achieve measureable outcomes on policy and politics. Proposals will be heavily evaluated on this element, as well as on the ability to assist organizations in increasing their recruitment and mobilization of constituents for collective action and/or participating together with government to implement change. Proposals should also factor in the untapped potential of underrepresented groups as change makers. Projects may support one or

more organizations, working on one or more advocacy issues, in a single country or across multiple countries.

The Office of the Middle East Partnership Initiative has particular interest in supporting projects that are innovative and meet needs and opportunities not already addressed by current donor funding. MEPI supports projects in Algeria, Bahrain, Egypt, Israel, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen. We currently are unable to support new programming in the West Bank and Gaza due to a Congressionally mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as activities specifically taking place in the West Bank or Gaza. Regional projects may include Iraqi participants, but we currently do not fund Iraq-specific programming.

### **Illustrative Examples**

MEPI invites creative, timely, and detailed proposals from qualified implementers. Illustrative examples of past projects in the area of advocacy include:

- Support to local organizations to design and conduct advocacy campaigns for specific issue areas;
- Provision of information to bolster grassroots activism; and
- Professional enrichment opportunities for young and emerging leaders focused on advocacy.

The projects listed should not limit innovation in project design, but rather should provide a sense of the type of activities previously considered impactful.

## **II. AWARD INFORMATION**

<b>Funding Mechanism Type:</b>	Cooperative Agreement or Grant
<b>Estimated Number of Awards:</b>	16
<b>Estimated Total Program Funding:</b>	\$10,000,000
<b>Estimated Award Ceiling:</b>	\$1,250,000
<b>Estimated Award Floor:</b>	\$200,000
<b>Length of Project Period:</b>	Two-years

Approximately \$10,000,000 in Economic Support Funds for approximately sixteen grants will be awarded through this RFA. If selected to receive a grant, an applicant will be awarded funds for two years. Grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds and compliance with all terms and conditions of the award --

including progress in meeting grant requirements, timely submission of required reports and timely submission of a request for additional funding -- and a determination by the Department of State that continued funding would be in the best interest of the Department of State.

The Office of the Middle East Partnership Initiative reserves the right to award funding to applicants under this RFA for a period of up to two years after the announcement's close date.

We support projects in Algeria, Bahrain, Egypt, Israel, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen. Regional and multi-country projects may include an Iraq component, but we currently do not fund Iraq-specific projects.

We currently are unable to support new programming in the West Bank and Gaza due to a Congressionally mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as activities specifically working in the West Bank or Gaza.

### **III. ELIGIBILITY INFORMATION**

All applications will be screened by the Office of the Middle East Partnership Initiative to determine whether each applicant meets all of the program eligibility requirements detailed below.

**NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted.**

#### **A. ELIGIBILITY REQUIREMENTS**

##### ***A.1 Grants.gov***

The Office of the Middle East Partnership Initiative requires that all applications for funding be submitted through Grants.gov. In order to apply, your organization must complete the Grants.gov registration process. To register, please go to [www.grants.gov](http://www.grants.gov) and click on "Get Registered."

The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. Registration is a five-step process: 1) obtain a DUNS number; 2) register with Central Contracting Registration (CCR); 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status.

**Attention Foreign Organizations:** Additional guidance on registering with Grants.gov can be found at MEPI's website ([www.mepi.state.gov](http://www.mepi.state.gov)). You can also contact MEPI at [nea-grants@state.gov](mailto:nea-grants@state.gov) to request this guidance.

##### ***A.2 Types of Applicants***

Eligible applicants include any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institution of higher education (non-profit or for-profit); commercial entity; or small business. The Office of the Middle East Partnership Initiative

strongly encourages applications from experienced civil society organizations in the Middle East and North Africa region. International partners (non-governmental organizations with principal bases of operations outside the Middle East and North Africa) are also encouraged to apply, but the percentage of total budget actually spent in the region through local partners will be among the elements of evaluation for this competition.

### ***A.3 Dun and Bradstreet Data Universal Number System***

Obtaining a Data Universal Number System (DUNS) number is the first step required by an organization to register with the Grants.gov system. The Data Universal Number System (DUNS) is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Applicants must provide a DUNS number to apply to this funding opportunity. If your organization does not already have a DUNS number, please begin this process immediately. This process normally takes one business day. A DUNS number may be acquired at no cost on-line at: [fedgov.dnb.com](http://fedgov.dnb.com) or via telephone at: 1-866-705-5711.

### ***A.4 Central Contractor Registration***

Obtaining Central Contractor Registration (CCR) is the second step required by organizations to register with the Grants.gov system. The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. CCR registration expires each year and must be updated annually.

Applicants must be registered with the Central Contractor Registration to apply to this funding opportunity. Further, applicants must maintain an active CCR registration, with current information, while their application is under consideration for funding. This process can take three to five business days or up to two weeks. If your organization is not already registered please begin this process immediately. Registration procedures may be found at [www.ccr.gov](http://www.ccr.gov).

## **B. ADDITIONAL ELIGIBILITY CONSIDERATIONS**

### ***B.1 Partners or Coalitions***

The Office of the Middle East Partnership Initiative encourages applications from partnerships or coalitions, including local or regional organizations that would work together on specific reform issues and priorities, and would share information and expertise with one another. Assistance to civil society coalitions represents an important MEPI goal.

The following table (Table 1) contains a summary of what constitutes a partner or coalition and details what evidence applicants must provide to meet this component. Also included in the table is a “Where to Document” section to guide you on where to place the evidence in your application (e.g., as an attachment, in the Project Narrative, in the Budget Narrative).

**TABLE 1: PARTNER OR COALITION**

<b><u>Partner or Coalition</u></b>	<b><u>Where to Document</u></b>
<p><b>Definition:</b> A negotiated arrangement among organizations that provides for a substantive, collaborative role for each of the partners in the planning and implementation of a project. Coalitions could include NGOs, private sector, governmental entities, academic institutions, and non-profit organizations.</p> <p>Applicants who plan to submit a proposal with partners or a coalition of partners should be prepared to clearly outline the roles and responsibilities of all organizations involved in the project and should reflect the input of local or in-country partners.</p>	<p><b>Evidence:</b></p> <ol style="list-style-type: none"> <li>1. How the partnership arrangement advances the objectives of the project.</li> <li>2. Clarification of the role of the partner(s) in the implementation of the project, evaluation, and sustainability</li> <li>3. Supporting documentation identifying the resources, experience, and expertise of the partner(s)</li> <li>4. Evidence that each of the partner(s) has been involved in the planning of the project</li> <li>5. An intent to commit or receive resources or services from the prospective partner(s) contingent upon receipt of funds (e.g., letter of intent, letter of agreement, etc.)</li> </ol> <p><b>Where to Document:</b></p> <ol style="list-style-type: none"> <li>1. Partnership project objectives, role of partner, planning and expertise in the project—<b>Proposal Narrative</b></li> <li>2. Letter of Intent or Letter of Agreement—<b>Attachment</b></li> </ol>

## ***B.2 Sustainability Plan***

Applicants should document a sustainability plan within the proposal narrative. The main purpose of the sustainability plan is to help the project sustain the results and outcomes beyond the initial award period. Please develop the sustainability plan by addressing each of the areas listed below:

- Describe the impact of the project in creating sustainable change that is locally owned and explain how a sustainability plan will support the project's overall strategy.
- Discuss how sustainability will be integrated into the project from the beginning.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

Applications that include a sustainability plan will receive additional points in the evaluation process.



### ***B.3 Results-Oriented Monitoring and Assessment Plan***

Each submission should contain a **Results-Oriented Monitoring and Assessment (ROMA) Plan** that will describe the system proposed by the applicant to capture and measure progress towards achieving the objectives of the grant.

The ROMA Plan should include the following elements:

- Realistic project objectives. What results are achievable during the period of the grant?
- Qualitative indicators. How and what will be measured to show the project's results based on outcomes (impact) rather than outputs (raw numbers)?
- Data collection and analysis. How will indicator data and analysis be collected and presented to show progress toward the project objectives?
- Monitoring and reporting. How will results be monitored and assessed during the implementation of the project to adapt to changes on the ground and to maintain forward progress?

Applications that include a ROMA plan will receive additional points in the evaluation process.

### ***B.4 Cost-Sharing or Matching***

The Office of the Middle East Partnership Initiative encourages applicants to provide cost-sharing (or matching) from additional sources in support of this project. Applications should explain clearly other likely sources of funding and how the funds will be used. If these resources are not proposed, applicants should explain why not. Applications that include cost-sharing or matching will receive additional points in the evaluation process.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. SUBMITTING AN APPLICATION**

#### ***A.1 Download the Application Package from Grants.gov***

To download the application package, applicants must go to [www.grants.gov](http://www.grants.gov), and follow the steps below:

1. Select "Apply for Grants" under the "For Applicants" category on the left-hand side of the Grants.gov home page.
2. Select "Download a Grant Application package."
3. Complete the search engine you wish to use and click "Download Application."
4. Review the search results at the bottom of the page and click the "Download" link next to the correct program announcement.

**NOTE:** When downloading the Grant Application Package, applicants must be sure to select and move the following mandatory forms to the "Mandatory Documents for Submission" field displayed on Grants.gov:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424a)

- Project Narrative Attachment Form
- Budget Narrative Attachment Form
- Assurances for Non-Construction Programs (SF-424b)

To include the attachments outlined in Section B.2 below, applicants should select and move the optional form “Attachments” to the displayed “Optional Documents for Submission” field.

Applicants who wish to disclose any lobbying activities should select and move the optional form “Disclosure for Lobbying Activities (SF-LLL)” to the displayed “Optional Documents for Submission” field for completion.

For more information about downloading the application package, please read the instructions in the User Guide found at the Grants.gov apply site, on the Help page.

## ***A.2 Application Documents***

All applications must include the application components detailed below. Please refer to Section B.3 for additional submissions requirements (e.g., font size, page margins). Failure to submit all of the required documentation described in this RFA will result in the application not being considered for funding.

### **Required Documents:**

1. **Federal Assistance Application Forms (SF-424, SF-424a, and SF424b)** Applicants must complete all three forms to be considered for funding. Information on how to complete the SF-424 and SF-424a can be found in Appendix 4.
2. **Project Narrative** – The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be no longer than 25 pages. More detailed instructions for preparing the Project Narrative are provided in Appendix 4.
3. **Budget Narrative** – The Budget Narrative provides narrative detail about both the Federal request and the non-Federal match. There is no page limit for this section of your application. A sample template can be found in Appendix 2. **NOTE: Applicants must use the same format as found in the sample.** Additional guidance for preparing the Budget Narrative can be found in Appendix 4.
4. **Attachment 1—MEPI Application Coversheet** The Coversheet provides summary detail about the applicant and their proposal, and must include a maximum two-page executive summary. A sample template can be found in Appendix 1. **NOTE: Applicants must use the same format as found in the sample.**
5. **Attachment 2—Applicant Organizational Information** This document provides details about the type of organization, an organizations structure and policies, and an applicant’s ability to manage Federal funds. A sample template can be found in Appendix 3. **NOTE: Applicants must use the same format as found in the sample.**

### **Optional Documents:**

These documents may not exceed a total of 20 pages. More detailed instructions for preparing attachments are provided in Appendix 4.

1. **Disclosure for Lobbying Activities (SF-LLL)**
2. **Attachment 3—Consultant and/or Contract Information** found in Appendices 2.1 and 2.2
3. **Attachment 4**—Organizational Chart outlining clear lines of responsibility and authority of the applicant organization.
4. **Attachment 5**—Resumes, Biographical Information, or Job Descriptions for key personnel.
5. **Attachment 4**—Letters of Agreements or Letters of Intent from proposed partners
6. **Attachment 6**—Work Plans and/or Monitoring and Evaluation Plans
7. **Attachment 7—Pre-Submission Checklist** can be found in Appendix 5. This Checklist ensures that you have accurately documented the eligibility requirements and included all major components of the application.

### ***A.3 Application Formatting Requirements***

**It is strongly recommended that applicants submit grant applications using Microsoft Office.** If applicants do not have access to Microsoft Office products, PDF files may be submitted.

*Text legibility:* The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each.

*Page numbering:* Pages should be numbered consecutively **from beginning to end**, so that information can be located easily during review of the application (hand write page numbers if necessary). Attachments should be labeled and separated from the Project Narrative and Budget Narrative, and the pages should be numbered to continue the sequence. **Documents containing scanned images must also contain page numbers to continue the sequence.** The Standard Forms 424 (SF-424, SF-424a, and SF-424b), Attachment 1, and Attachment 2 are excluded from the page numbering requirement.

*Page Limits:* The limitation of pages for each submission should be considered as a maximum and not necessarily a goal, and excludes the SF 424 forms, Attachment 1, Attachment 2, and the Budget Narrative.

Adhering to the standards outlined above will help to ensure the accurate submission of your document. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

### ***A.4 Submitting an Application***

**Please allow sufficient time for entering your application into Grants.gov.** The process of electronic submission through Grants.gov includes multiple e-mails from Grants.gov. When an applicant submits an application, a notice that the application is being processed will be sent and

the individual whose e-mail address was entered will receive two e-mails from Grants.gov within 24-48 hours. One e-mail will confirm receipt of the application in Grants.gov, and the other will indicate that the application was either successfully validated by the system (**with a tracking number**) or rejected due to errors. It will also provide instructions that if the named individual did not receive a receipt confirmation **and** a validation confirmation or a rejection e-mail within 48 hours, he/she must contact Grants.gov directly.

It is important to understand that **the application process is not complete until an applicant has received a Grants.gov tracking number**. Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated an application. If an applicant does not receive a Grants.gov tracking number, contact the Grants.gov Contact Center for assistance.

Please note that it is incumbent on applicants to monitor their applications to ensure that they are successfully received and validated by Grants.gov. **If an application is not successfully validated by Grants.gov, it will not be forwarded to MEPI as the receiving institution.**

## **B. SUBMISSION DATES AND TIMES**

Applications are due before 23:59:59 eastern time (ET) on November 18, 2010. **There will be no grace period and any application not received by the application deadline will not be considered for review.**

Applicants are encouraged to submit their proposals far enough in advance of the deadline so they can alert MEPI ([nea-grants@state.gov](mailto:nea-grants@state.gov)) of any technical difficulties they might encounter in submission and obtain and avail themselves of alternative submission procedures prior to the deadline.

Within 30 days of submission, applicants will be notified via email (from [nea-grants@state.gov](mailto:nea-grants@state.gov)) that their applications have been received. This notification will include an application log number that applicants must use to track their applications.

## **C. FUNDING LIMITATIONS/RESTRICTIONS**

### ***C.1 Economic Support Funds Restrictions:***

We are currently unable to support new programming in the West Bank and Gaza due to a Congressionally mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as activities specifically taking place in the West Bank or Gaza.

### ***C.2 Awards to Commercial Firms or For-Profit Organizations:***

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

## **V. APPLICATION REVIEW AND SELECTION PROCESS**

### **A. APPLICATION EVALUATION CRITERIA**

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposal and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Proposals will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

*Innovation and Approach* –The applicant clearly describes how its proposal will address the requested program area and articulates an innovative strategy or plan under this announcement. The applicant clearly describes how its proposal will allow for local ownership of the proposed activities. Proposal suggests creative, innovative, and actionable approach to promoting civic activism and advocacy. The approach will be evaluated in terms of feasibility in the regional and country context, as well as by the criteria laid out in Part 1—Funding Opportunity Description. (25 points)

*Results or Benefits* – The project is likely to provide maximum impact in achieving the proposed results and the organization must demonstrate that it is able to measure program success against key indicators and provide milestones to indicate progress toward MEPI goals. Any relevant data based on planning studies are included or referenced in the endnotes/footnotes. The demographic data and participant/beneficiary information illustrate reasonably the impact to be achieved within a maximum two years timeframe. The applicant clearly defines a results oriented monitoring and assessment plan that focuses on the impact and outcomes of programmatic activities. Full points are awarded only to proposals that use measurable and qualitative indicators that are specific to the context and length of the project. Projects with feasible sustainability plans will receive highest consideration and additional evaluation points – per Part III, Section B.2. Projects with results monitoring and evaluation plans will receive the highest consideration and additional evaluation points—per Part III, Section B.3. (25 points)

*Organizational Capacity* – The organization has expertise and capacity to work with and engage institutions, organizations, and leaders in the MENA region. Where partners are described, the applicant details the rationale for the consortia, each partner's respective role, and how the coalition will enhance the progress towards achieving MEPI goals in the stated program areas of competency. Projects where partners are described will receive highest consideration and additional evaluation points – per Part III, Section B.1. The organization demonstrates a high level of regional and/or country expertise. (20 points)

*Staff and Position Specifications* – Each key person whether staff, consultant, or volunteer is described in a biographical sketch; a job description is provided for each open key position. A biographical sketch of required credentials describes any positions to be advertised post-award. Individual organization staffs, including volunteers, are well qualified and described. (10 points)

*Budget Narrative* - The detailed budget includes the Budget Information—Non-Construction Programs (SF-424a) and a budget narrative (as outlined in Appendix 2). The budget narrative provides details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The costs proposed are reasonable in relation to the proposed activities and anticipated results, and the plan for services is realistic.

The budget narrative documents the necessity, reasonableness, and allocation of all proposed costs. Adequate travel to and within the Middle East and North Africa is proposed. The application documents any efforts to secure other funding sources, including volunteers and cost-sharing. Projects with cost-sharing will receive highest consideration and additional evaluation points – per Part III, Section B.4. Full points are awarded only to proposals that propose the preponderance of the budget be spent in the countries of Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen – per Part II, Award Information. (20 points)

## **B. REVIEW AND SELECTION PROCESS**

The Office of the Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet all eligibility requirements outlined in Part III; the required documents outlined in Part IV—Section B.2; and address the priorities outlined in Part I—Funding Opportunity Description. Applications that do not meet these requirements will not advance to the Technical Review stage.

All applications that proceed to Technical Review will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V—Section A. Technical Reviewers' ratings, and any resulting recommendations, are advisory. All final grant award decisions will be made by the Deputy Assistant Secretary. The primary decision criterion is the application's final review score average. However, the final award decision will also be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking proposals.

## **VI. ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

Within 30 days of receipt of the application, MEPI will notify the authorized representative and program point of contact listed on the SF-424 through email (from [nea-grants@state.gov](mailto:nea-grants@state.gov)) that the application has been received. The correspondence will include an application log number that the applicant must reference when asking questions about their submission. If an applicant submits an application on time and does not receive notification by December 17, 2010, MEPI may be contacted at [nea-grants@state.gov](mailto:nea-grants@state.gov) for additional information.

By January 18, 2011, if an applicant is under consideration for funding, the authorized representative, project director, and business official will receive a pre-award letter via email

(from [nea-grants@state.gov](mailto:nea-grants@state.gov)), signed by the Office's Deputy Director. The pre-award letter begins the negotiation process for a Financial Assistance Award. A Financial Assistance Award document, sets forth the amount of funds granted; the terms and conditions of the grant, the effective date of the grant; the budget period for which initial support will be given; the non-Federal share to be provided (if applicable); and the total project period for which support is contemplated. The Financial Assistance Award will be signed by a warranted Department of State Grant Officer and the award package will be transmitted electronically.

By January 19, 2011 the authorized representative and program point of contact listed on the SF-424, for all applicants whose application is not funded, will receive a letter via email (from [nea-grants@state.gov](mailto:nea-grants@state.gov)), signed by the Office's Deputy Director.

The Office of the Middle East Partnership Initiative reserves the right to award funding to applicants under this RFA for a period of up to two years after the announcement's close date.

## **VII. AGENCY CONTACTS**

For questions regarding this funding opportunity including: completing an application, financial and grants management issues; or technical matters, contact:

**Jessica Baker**  
(202) 776-8524  
[nea-grants@state.gov](mailto:nea-grants@state.gov)

For questions regarding registering with Grants.gov or using Grants.gov to submit an application, contact the Grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

**Grants.gov Contact Center**  
(800) 518-4726  
[support@Grants.gov](mailto:support@Grants.gov)